

OCFO BULLETIN



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January 15, 1998 - FY98 No. 04

News on the Pay Adjustment System

In our July 1997 OCFO Bulletin, we announced our plans for a new Pay Adjustment System (PAS) to replace the current Pay-This-Period Adjustment Subsystem of the Interactive Payroll System. Last fall, we conducted training for all DOL agencies and regions on the Cash Awards and Current Pay Period Adjustments Modules of PAS. Now, we are happy to report that we are approaching Department-wide implementation of these new modules.

There are actually two Cash Award Modules, one is used to process PERMIS generated awards/bonuses and the other is used to manually establish an award or bonus for payment. These modules will give full control of award and bonus processing to the agencies and regions. The servicing finance offices (SFOs) will be able to track the status of all award/bonus payments. While most award/bonus payments will be processed with the regular payroll compute as is now done, the PAS will allow the flexibility of payment through the Electronic Certification System in the Office of Accounting and Payment Services (OAPS) when it is necessary to quickly process a payment.

There are two Pay Period Adjustments Modules as well. One for processing PERMIS generated adjustments and the other for processing "manual" adjustments to all categories of pay and deductions that were processed in a prior pay period. The PAS will consolidate these payroll transactions with the automated bi-weekly payroll processing to facilitate accounting and reporting.

The advantage of these modules is that the PAS does the work. For cash awards/bonuses the PAS automatically calculates all deductions for Federal tax, State tax, Medicare, and OASDI and computes the net payment. For Instant Good Job Awards, it computes the "gross" amount. For PERMIS and "manual" current pay period adjustments, the PAS does all calculation of the adjustment amounts. We believe these modules will be very useful time-saving tools.

We are presently doing system testing of the PAS Modules. Barring any major findings, testing will conclude by the end of January. Shortly thereafter, we will begin PAS/PTPA parallel testing which will involve each of the SPOs. Parallel testing will occur for two pay periods. We will distribute a memorandum detailing each office's involvement shortly.

Then, if parallel testing goes as expected, the pay period following parallel testing will be allocated for loading the new PAS with all of the new files that will enable us to go live with PAS.

EVENTS CALENDAR

DOLAR\$

01/27/98 January WCF cycle will be run.

IPS HOLIDAY PROCESSING CALENDAR (See page 5.)

REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
02/05/98	Thursday	2:00 p.m.

OPERATIONS, DEVELOPMENTS, AND EVENTS

1. Staff Announcements. Congratulations to Shelia Alexander who has accepted the position of Chief, Division of Accounting Operations and Webster Coleman who has accepted the position of Team leader, Branch of Reports and Analysis. Naomi Franklin is now devoting full time to her position as Deputy Director of the Office of Accounting and Payment Services.

We want to share with you the following lateral reassignments in OCFO. John Oberzut will be working in the Division of Financial Policy and Systems as a Program Analyst. He will be involved in analytical reviews of budget submissions, financial system acquisition plans, findings of the Department's Office of Inspector General and development and implementation of financial management programs undertaken in the Division. Terry Conroy will move from the position of Training Officer to become Chief of the Division of Financial applications Development, Office of Financial Systems. Janet Laytham is reassigned to the Division of Financial Policy and Systems to work on projects in that office concerning the development and implementation of financial management programs and to continue to support the work of the CFO Council's Human Resource Committee and CFO Council activities in general.

We are pleased that Diane Turner has returned to our Office; she worked in our former Branch of Payroll before her service in BLS. She has accepted the position of Civilian Pay Technician in the Division of Compensation and Benefits. We also welcome Robert Beckman to the staff of the Division of Financial Statements. Robert was a member of the contract firm assisting in the compilation of the Department's Consolidated Financial Statements, and thus, has extensive experience in the audit and preparation of financial statements, DOLAR\$, and the Department. He is also adept at developing PC based financial applications.

2. The January WCF cycle will be run on January 27, 1998. Agency redistributions will be allowed January 28 through 30, 1998. The OASAM servicing finance offices should ensure, as much as possible, that WCF expenditures for December have been recorded in DOLAR\$ by January 26, 1998.

OPERATIONS, DEVELOPMENTS, AND EVENTS

3. Regional Transit Subsidy. Regional finance offices may process employees' January reimbursement requests in the Transit Subsidy System (TSS) through 2:00 p.m. Eastern Time on February 17, 1998. The disbursements will be in the employees' bank accounts no later than February 23, 1998.
4. Interest Rates for 1998. The Current Value of Funds (CVF) rate for the period of January 1 through December 31, 1998, remains unchanged at 5.0 %. The CVF is used for assessing interest charges on debts due the Government (Debt Collection Act prescribed rate) and in evaluating the cost-effectiveness of taking prompt payment discounts. The rate is set annually and is subject to quarterly revisions

The Prompt Payment Act rate to be used for computing late payment charges assessed against the Government for the period of January 1 through June 30, 1998, is 6.25 %.

5. CY 1997 W-2s. The information tape for DOL's Wage and Tax Statements (W-2s) has been delivered to the contractor for printing and mailing. We expect them to be mailed the week of January 19, 1998.
6. CY 1997 1099s. We are completing analysis of the Vendor File and the DOLAR\$ data that affect Forms 1099. This year, the IRS requires that Taxpayer Identification Numbers (TINs) be printed on the 1099s, and we are contacting all vendors for whom we do not yet have TINs.

DOLAR\$ AVAILABILITY SCHEDULE

January 19 through February 20, 1998

Following are the dates and hours that DOLAR\$ will be available from January 19 through February 20, 1998. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6660, ext. 142.

JANUARY 1998

Mon.	Jan. 19			-	System Closed
Tues.	Jan. 20	through	Fri.	Jan. 23	- 8:00 a.m. to 8:00 p.m.
Sat.	Jan. 24	through	Sun.	Jan. 25	- System Closed
Mon.	Jan. 26	through	Fri.	Jan. 30	- 8:00 a.m. to 8:00 p.m.
Sat.	Jan. 31			-	System Closed

FEBRUARY 1998

Sun.	Feb. 1			-	System Closed
Mon.	Feb. 2	through	Fri.	Feb. 6	- 8:00 a.m. to 8:00 p.m.
Sat.	Feb. 7	through	Sun.	Feb. 8	- System Closed
Mon.	Feb. 9	through	Fri.	Feb. 13	- 8:00 a.m. to 8:00 p.m.
Sat.	Feb. 14	through	Mon.	Feb. 16	- System Closed
Tues.	Feb. 17	through	Fri.	Feb. 20	- 8:00 a.m. to 8:00 p.m.

INTERACTIVE PAYROLL SYSTEM HOLIDAY PROCESSING SCHEDULE

JANUARY 1998 - PAY PERIOD 02

Fri.	Jan. 16	<u>Early submission</u> of SC&E Reports for Pay Period 02 by 10:00 a.m.
Fri.	Jan. 16	T&A Cycle 1 processed at 10:00 a.m.
Sat.	Jan. 17	Personnel Payroll Interface 4 processed at 8:00 a.m., and T&A Cycle 1 processed at 10:00 a.m.
Mon.	Jan. 19	Martin Luther King, Jr., Day
Tues.	Jan. 20	T&A Cycle 2 processed at 8:00 a.m.
Wed.	Jan. 21	T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute
Thurs.	Jan. 22	Payroll certification with an EFT effective date of January 23, 1998, and a check effective date of January 28, 1998.

FEBRUARY 1998 - PAY PERIOD 03 - No changes to the normal schedule.

FEBRUARY 1998 - PAY PERIOD 04

Thurs.	Feb. 5	Personnel/Payroll Interface 1 processed at 8:00 a.m.
Mon.	Feb. 9	Personnel/Payroll Interface 2 processed at 8:00 a.m.
Thurs.	Feb. 12	Personnel/Payroll Interface 3 processed at 8:00 a.m.
Fri.	Feb. 13	<u>Early submission</u> of SC&E Reports by 10:00 a.m.
Fri.	Feb. 13	T&A Cycle 1 processed at 10:00 a.m.
Sat.	Feb. 14	Personnel/Payroll Interface 4 processed at 8:00 a.m., and T&A Cycle 1 processed at 10:00 a.m.
Mon.	Feb. 16	Presidents' Day
Tues.	Feb. 17	T&A Cycle 2 processed at 8:00 a.m.
Wed.	Feb. 18	T&A Cycle 3 processed at 2:30 p.m., and Payroll Compute.
Thurs.	Feb. 19	Payroll certification with an EFT effective date of February 20, 1998, and a check effective date of February 25, 1998.

FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

Below are financial management training opportunities being offered by the Center for Applied Financial Management. To read descriptions of the courses, visit the Center's Home Page at the URL below.

<http://www.fms.treas.gov/center/course.html>

You can reserve a space for a scheduled class using the Internet on the Center's Home Page or you may call the Registrar at (202) 874-9560. You can register by faxing a training authorization form to (202) 874-9629. To register by mail, the address is: Financial Education Department, Registrar, The Center for Applied Financial Management, 1990 K Street NW, 3rd Floor, Washington, DC 20006.

All courses, unless noted otherwise, will be held at the Center's training facility located at 1990 K Street NW, Washington, DC.

February 1998

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| 23 | Basic Accounting Concepts |
| 24-25 | Managerial Cost Accounting
(FASAB Course) |
| 24-25 | Unlocking Key Reports |
| 26-27 | Federal Asset and Liability Standards
(FASAB Course) |

March 1998

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| 3-4 | Property, Plant, and Equipment/Stewardship Reporting
(FASAB Course) |
| 5-6 | Budget Execution Game |
| 10-11 | Standard General Ledger: Basic |
| 10-12 | SF 224: Statement of Transactions |
| 12 | Reconciling the Statement of Differences |
| 16-17 | Dollars and \$ence: Making Sense of Treasury's Central Accounting Requirements |
| 18-19 | Accrual World |

March 1998 (Cont'd)

FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

18-19 **Standard General Ledger: Advanced**

30-31 **Unlocking Key Reports**

April 1998

09 **Basic Accounting Concepts**

09 **Certifying Officers: Your Roles & Responsibilities**

14-15 **Dollars and \$ense: Making Sense of Treasury's Central Accounting Requirements**

22-23 **Standard General Ledger: (Basic)**

24 **Standard General Ledger: Upward and Downward Adjustments**

27-28 **Implications of Federal Appropriations Law**

May 1998

12-13 **SF 224: Statement of Transactions**

14 **Reconciling the Statement of Differences**

18-19 **Unlocking Key Reports**